



TRAINING GUIDE

Welcome | [Login](#)

Vendor Dashboard 101

When you are getting started as a new Vendor, or taking on new Staff, there is a lot to learn....

In this training guide, we will walk you through all the menu items on your Dashboard and provide help tips and training guides for you to share with your colleagues.

Log in to the SDPC Resource Registry: <https://sdpc.A4L.org/login.php>

You will see these as your Dashboard menu options:

- [Vendor Agreements](#)
- [Your Resources](#)
- [Tools](#)
- [Account Management](#)
- [Help](#)

VENDOR AGREEMENTS:

- **Manage Agreements**
 - This is a list of all the Agreements you have signed by School Districts.
- **View Exhibit E Interest**
 - This is a list of all the districts interested in signing an Exhibit E for one of the existing Originator Agreements.



School Districts will receive a Renewal Email Notification alerting them of any expiring agreements. Notifications are sent 90 and 60 days until expiry.

For more information on this functionality for school districts, please review [Technical Guide: Renewal Email Notifications](#)

YOUR RESOURCES:

- **Manage Resources**
 - This lists all the Agreements that you have signed with Districts (nationally).
- **Request to Add a new Resource**
 - If a resource is not listed in the SDPC Resource Registry, then you need to request that it is added.
 - Complete all the requested information and submit.
 - The request is reviewed by the SDPC Admin Team who will approve or reject your request.

TOOLS:

- **Manage Badges**
 - This area allows you to download the NDPA Signatory Badge for any National Data Privacy Agreements (NDPA) you have.



Signatory Badges are only available for your signed, non-modified NDPAs.

For more information, please go to: <https://privacy.a4l.org/sdpc-vendor-signatory-badge-program/>

- **Data Breach Notification**
 - This functionality is available so that you can immediately notify affected school districts of a data breach relating to a specific resource.
 - This is not to be used for any other purposes besides notifying of a data breach.
- **Bulk Import Template**
 - Not widely used. Please contact us should you wish to find out more information.
- **SDPC APIs**
 - The SDPC API is designed to be a machine-readable version of public information already available to 'Premium' Members through the SDPC Resource Registry. This API is useful for data analysis, maintaining snapshots in time, and more. Leveraging the same technologies as the Registry, this API will provide instant access to the data without having to perform manual searches.
 - If you would like to use this functionality you will need to become a 'Premium' member of the A4L Community



To find out more about joining the A4L Community and becoming a 'Premium' member, please go to: <https://home.A4L.org/join-the-community/>

ACCOUNT MANAGEMENT:

- **Change Password**
 - This is where you can change your own account password.
- **Edit User Account Info**
 - This is where you can edit your own personal account information. Please ensure this information is up-to-date and accurate at all times.

HELP:

- **Contact Support:**
 - This is where you will find contact information for ALL Alliance Admins.
- **FAQs:**
 - A few frequently asked questions/answers. You can also find additional knowledgebase articles from the Support Portal: <https://A4L.freshdesk.com/support/solutions>. If you still have

questions, please submit a support ticket: <https://A4L.freshdesk.com/support/home>.

Alternatively, you can email us directly at support@A4L.freshdesk.com

- **Report an Issue**
 - Please use this to report any issues on the SDPC Resource Registry.
- **User Trainings**
 - Here is where we have many of our PDF training guides and videos available for all Users to access.
- **Registry Resources**
 - Links to the SDPC website resources page: <https://privacy.a4l.org/resources/>
- **Registry Enhancements**
 - Links to the SDPC website Enhancements page where you can view enhancements in the development pipeline and submit your suggestions/ideas.